



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Program Specialist 2 [Classified Competitive]		Salary P21 \$60,062.18 - \$85,033.04	
Posting Number 322-24	Position Number 921142	Number of Positions 1	Posting Period * From: 05/06/2024 To: 05/20/2024
Location: Office of Primary Care and Rural Health 55 North Willow Street Trenton, NJ 08625		Scope of Eligibility/Open to: Department of Health Employees	

GENERAL DESCRIPTION

The selected candidate is responsible to review and process grant applications and prepare spending plan packets. Act as liaison for grantees awarded through a federal grant for COVID-19 Vaccinations. Responsible for frequent communication with grantees and ensuring the deliverables are met by grantees regarding COVID-19 outreach, education, and vaccination efforts. Review and process progress reports and expenditure reports. Monitor grant and grantee expenditures.

The selected candidate is responsible for hosting informative technical assistance calls and quarterly meetings with grantees. Ensure there is robust data reporting and collate that data from all grantees. Create presentations on data gathered, lessons learned, barriers and next steps.

The selected candidate is responsible for periodic site and event visits to evaluate and assist grantees in improving and expanding their COVID-19 preventative measures. Assist in linking grantees with target populations for COVID-19 that include migrant seasonal farmworkers, seniors, homebound, persons experiencing homelessness, racial and ethnic minorities, and rural communities.

This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees this opportunity.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree from an accredited college or university in a discipline appropriate to the position; and one (1) year of the above-mentioned professional experience.



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NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PSTCHD@doh.nj.gov

- Mail the required documents to:
Tiara Green, Administrative Assistant 1
Community Health Division
Reference Posting #322-24
New Jersey Department of Health
PO Box 355
Trenton, NJ 08625-0355

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*



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IMPORTANT NOTES

**State as a Model Employer
of People with Disabilities
(SAME) Applicants:**

If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

PHEL Candidates:

If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.

Direct Client Care:

If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.

**New Jersey
First Act:**

In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

Resume Note:

Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

Authorization to Work:

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

The New Jersey Department of Health is an Equal Opportunity Employer.